



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: communications@osc.gov.jm

WEBSITE: www.osc.gov.jm

CIRCULAR No. 263

OSC Ref. C. 4860⁹

3rd August, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Labour and Social Security**:

1. **Records Officer 2 (PIDG/RIM 3) (Not Vacant) in the Human Resource Management and Development Department**, salary range \$897,182- 1,066,467 per annum and any allowance(s) attached to the post.
2. **Accounting Technician (FMG/AT 1) – (Not Vacant) in the Jamaica Council for Persons with Disabilities, Kingston**, salary range \$797,713- 948,230 per annum and any allowance(s) attached to the post.

1. Records Officer 2 (PIDG/RIM 3)

Job Purpose

Under the direction of the Senior Human Resource Officer (Staffing), the incumbent is responsible for the accurately updating the Staff List, the Human Resource Management Information System (HRMIS) and E-Census Database for staff members, as well as the administration of other activities that supports the overall effectiveness of the Staffing Unit and the Human Resource Management & Development Branch.

Key Responsibilities

Technical/Professional

- Updates Staff List in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the relevant authorities;
- Makes adjustments to Staff List in respect of resignations, terminations, pre-retirement leave, retirement, death and name changes;
- Prepares and distributes updated Unit/Parish Offices list(s) to Heads of Sections/Parish Managers;
- Verifies that the information relating to the Ministry of Labour and Social Security is correct in the Civil Service Establishment Act;
- Prepares and submits documents to the Post Operation Committee (Ministry of Finance and the Public Service) for inactive positions to be reactivated;
- Creates and updates schedules of qualification and work history for staff members;
- Prepares and submits listing of officers to the HREC regarding recommendations for staffing arrangements such as appointments, acting/assignments, temporary employment, seniority allowance, disciplinary action, resignation etc;
- Prepares and submits Annual Reports/Listings such as Personal Emoluments Budget, Post Audit Report and Uniform Allowance Listing;
- Prepares and submits list(s) as requested by various Public Authorities or relevant internal authorities;
- Updates the HRMIS and the E-Census Database;
- Provides accurate information and sound technical advice to internal and external customers;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills

- Interpersonal skills
- Ability to work on own initiative
- Good stress and time management skills
- Good Knowledge of Government policies and procedures

Technical

- Proficient in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

2. Accounting Technician (FMG/AT 1)

Job Purpose

To prepare bills, claims, invoices etc. To ensure their validity and accuracy and for entry to accounts payable.

Key Responsibilities

- Prepares Payment Vouchers - ensures accuracy of the account codes and the information on voucher;
- Posts all Payment Voucher on a timely basis;
- Has responsibility for the preparation for payment for all utilities services;
- Ensures that Bank Reconciliation Statement is done on a monthly basis;
- Assists with specific banking transactions - including collection of encashed cheques from the bank;
- Cancels all stale dated cheques as it becomes necessary;
- Makes all postings to the Cash Book i.e. Receipts and Payments;
- Prepares all Vouchers and claims properly;
- Performs any other assigned duties.

Required Knowledge, Skills and Competencies

Knowledge

- Knowledge in accounts and computer software

Skills

- Good team skills
- Excellent interpersonal skills
- Willingness/ability to work with Persons with disabilities would be an asset

Minimum Required Qualification and Experience

- AAT Level 1;
- ACCA-CAT Level 1/A,
- Certificate in Public Administration UWI,
- Certificate Management Studies UWI,
- Diploma Business Administration/Studies from a Community College;
- NVQJ Level 1 Accounting;
- Certificate in Accounting from an accredited University;
- Certificate Government Accounting Level 1;
- Completion of first year of B.Sc. Degree in Accounting/Management Studies with Accounting or BBA at an accredited University; or
- Completion of first year of Associate Degree in Accounting/Business Administration/Business Studies from an accredited tertiary institution.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th August, 2021 to:**

Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4

Email: resume@mlss.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer